



Policy Number:	C-322
Policy Owner:	Planning
Adopted By:	Council
Adoption Date:	YYYY Month DD
Effective Date:	YYYY Month DD
Date Last Amended:	YYYY Month DD
Date Last Reviewed:	YYYY Month DD

Purpose

- 1 This Policy establishes and maintains a priority list that guides the sequencing of identified projects that create or amend Rocky View County's (the County) plans, bylaws and other documents related to land use and other planning matters.



Policy Statement

- 2 The County's Municipal Development Plan requires that growth and development are implemented at a local level through statutory community-level area structure plans, and other plans and regulations.
- 3 The County creates and maintains non-statutory plans, guidelines, and other documents that may guide, regulate or inform aspects of municipal land use planning.
- 4 This Policy allows Council to prioritize land use planning projects to effectively utilize County resources and support Council's strategic objectives.
- 5 This Policy also serves to phase implementation of the County's overarching growth strategy set out within the Municipal Development Plan, by ordering the local planning of growth areas according to criteria including need, infrastructure requirements and policy alignment.
- 6 Rocky View County recognizes that it is important for stakeholders to be aware of upcoming land use policy changes that may impact them. This prioritization process is be clear, transparent, and sets expectations for residents, business owners, land developers, Council, and other interested stakeholders.



Policy



Projects

- 7 The following types of projects ranked under this Policy:
- (1) Creation of new statutory plans;
 - (2) major statutory plan amendments, including periodic reviews of statutory plans;
 - (3) Amendments to the *Land Use Bylaw*; and,
 - (4) Supporting plans and other documents that may guide, regulate or inform aspects of municipal land use planning.
- 8 Minor statutory plan amendments are addressed through the existing applicant-led process and are not ranked under this Policy.

Ranking Process

- 9 Administration evaluates the projects described in this Policy and develops a recommended ranking list based on the following criteria:
- (1) The land use planning context; and
 - (2) The strategic context as informed by the 2023 to 2027 Strategic Plan.
- 10 Administration prepares the recommended ranking list in collaboration with multiple departments whose work plans or department mandates are impacted by the ranking list.
- 11 Administration presents the recommended ranking list to Council annually.
- 12 The recommended ranking list is prepared collaboratively by several members of County Administration, representing a variety of departments whose work plans or department mandates are impacted by the ranking list.
- 13 Council considers the recommended priority list and decides on the final priority list of projects in Q2 of each year so that the priority list may inform the next year's municipal budget.
- 14 Projects listed in Schedule A that are in progress remain on the final ranking list until a decision on the project is made by Council.
- 15 The schedules to this Policy are updated annually following Council's approval of the prioritization list and are made publicly available after approval.

Project Identification

- 16 Planning projects may be identified for ranking by Council or Administration.



- 17 External parties may request project ranking by providing Administration:
- (1) a cover letter detailing the proposal;
 - (2) the location and context of all parcels involved;
 - (3) figures and maps outlining the proposal, and any supporting documents; and,
 - (4) details on how the proposal meets the planning context and strategic criteria considered in Schedule B for the relevant plan type.
- 18 Administration presents an updated priority list to Council annually or at Council's discretion. The updated priority list includes project ranking requests described in sections 16 and 17.

Initiating Prioritized Projects

- 19 Administration presents a Terms of Reference and budget in Q4 to Council for the projects that are identified by Council for initiation in the following year. Projects are initiated in accordance with an approved Terms of Reference and budget.
- 20 Notwithstanding the recommended priority list, Administration may develop a Terms of Reference for any planning project not included in the final ranking list at Council's discretion. Council may approve or refuse a Terms of Reference for any project.
- 21 Schedule A of this Policy will be amended when Terms of Reference for planning projects are approved by Council. The prioritization list does not represent the entirety of the department's work plan.

Schedules:

Schedule A: Planning Project Priority List

Schedule B: Planning Project Scoring and Evaluation Matrix



References

Legal Authorities
Related Plans, Bylaws, Policies, etc.
Related Procedures
Other

- n/a
- n/a
- n/a
- n/a



Policy History

Amendment Date(s) – Amendment Description
Review Date(s) – Review Outcome Description

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Definitions

22 In this policy:

- (1) “Council” means the Council of Rocky View County”
- (2) “major statutory plan amendment” means an amendment that is of broad public interest and impacts the overall vision for a community and/or significantly changes the intent of a policy within the Statutory Plan, or that impacts a large portion of the plan area. Major Statutory Plan Amendments are initiated and undertaken by the County.
- (3) “minor statutory plan amendment” means an amendment for the purpose of facilitating a specific development proposal. Minor Statutory Applications are initiated by an applicant and follow the approval process described in the County’s Municipal Development Plan.
- (4) “ranking list” means a list that ranks projects from top-priority to least-priority.
- (5) “statutory plan” means any statutory plan defined by the Municipal Government Act (Area Structure Plans, Area Redevelopment Plans, Municipal Development Plan, and Intermunicipal Development Plan), and includes local plans appended to Area Structure Plans as defined by the Municipal Development Plan
- (6) “supporting plan, policy, and regulation” means any master plan, County policy, or regulation (including the Land Use Bylaw) that has land-use-related impacts and whose primary purpose is to achieve the County’s land use planning goals.



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Schedule A

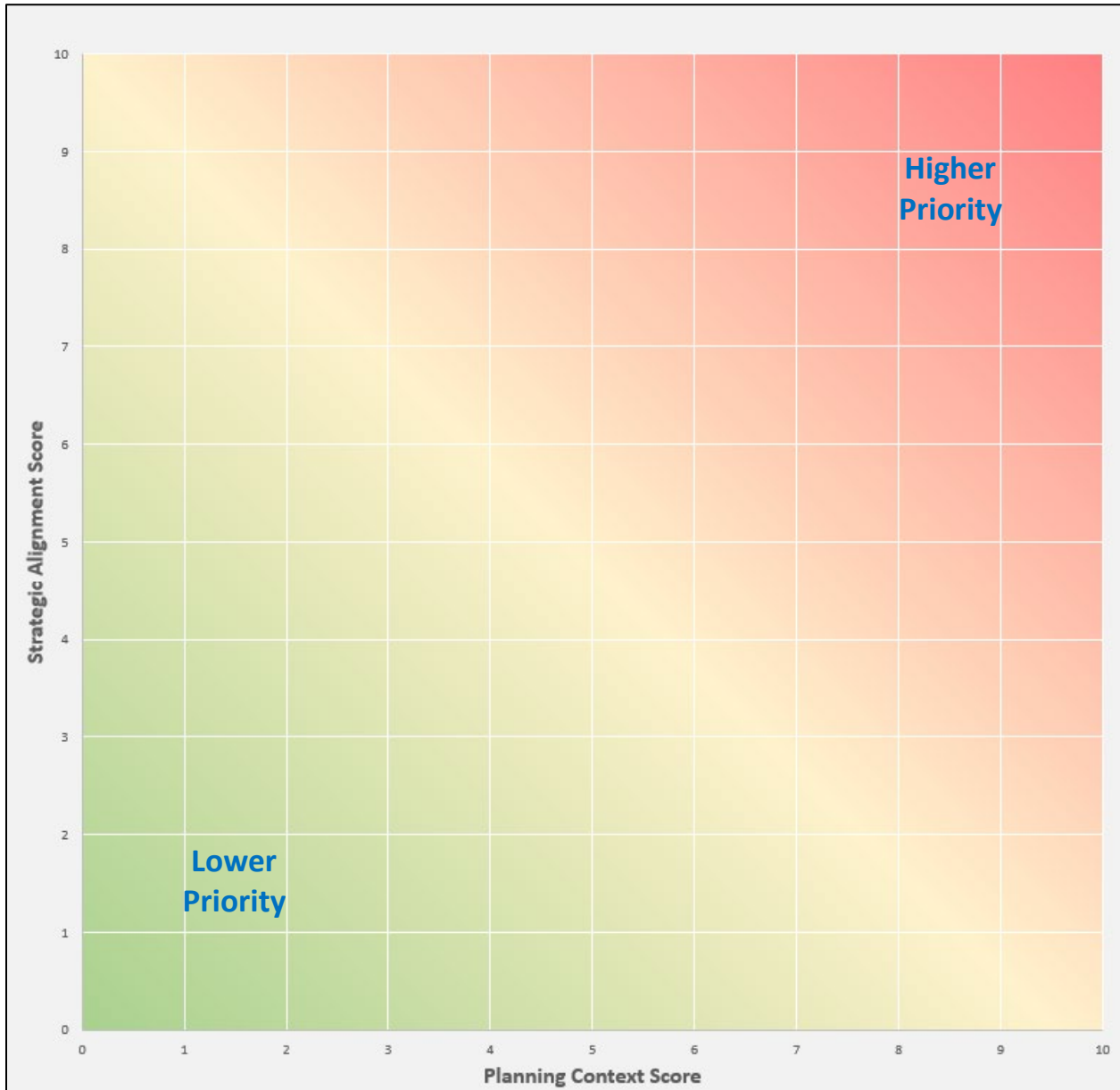
Planning Project Ranking List

Planning Project Ranking List <i>(SAMPLE)</i>		
Projects Currently Underway		
Project Ranking		
Priority	Project	Project Type
1		
2		
3		
4		
5		
6		
7		
8		
...		
...		



Schedule B

Planning Project Scoring and Evaluation Matrix





Land Use Plan Scoring Sheet

How Scoring works:

Each criterion below is scored for relevancy on a scale of 0 – 2 when considering an existing or proposed land use plan. A score of 2 indicates a high degree of relevancy for multiple elements of a plan, while a score of 0 indicates minimal to no relevancy for the elements of a plan.

Evaluation Year:

PROJECT:

Planning Context			Strategic Alignment		
Criterion	Score	Reason	Criterion	Score	Reason
Would the project implement the vision, objectives and/or goals of the Municipal Development Plan?			Does the proposed project ensure service levels are provided at defined levels OR provide a strategic opportunity to expand service level(s)?		
Is the area experiencing development pressures, is it reaching build-out, and/or is there evidence of continued market demand for development?			Would the project contribute to the County's goal of achieving a residential/non-residential assessment ratio of 65/35		
Will the project address: policy inconsistency with current County direction (other than MDP); existing development outside of a statutory plan; ineffective policy; policy gaps; policy that is often challenged; or other desired changes previously identified by Council or Administration?			Is there a significant economic development opportunity in the community that could be realized by the project.		
Is there an opportunity to improve water, wastewater and stormwater servicing in the County be to more efficient, cost-effective, or functional in accordance with higher order statutory plans?			Is the Plan within a Growth Area as identified by the CMRB Growth Plan (+1) and Municipal Development Plan? (+1)		
Have other external projects or plans such as provincial or			Does the project represent an opportunity to increase the clarity and		



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<p>regional initiatives, highway improvements, etc. affected the proposed area?</p> <p>Are there external initiatives related to the plan that would add further value to the project?</p>			<p>consistency of land-use decisions within the plan area?</p>		
<p>TOTAL PLANNING CONTEXT SCORE</p>			<p>TOTAL STATEGIC ALIGNMENT SCORE</p>		



Supporting Plans, Documents and Regulations Scoring Sheet

How Scoring works:

Each criterion below is scored for relevancy on a scale of 0 – 2 when considering an existing or proposed land use plan. A score of 2 indicates a high degree of relevancy for multiple elements of a plan or policy, while a score of 0 indicates minimal to no relevancy for the elements of a plan or policy.

Evaluation Year:

Project:

Planning Context			Strategic Alignment		
Criterion	Score	Reason	Criterion	Score	Reason
Does the plan or policy support or implement actions of a higher order Statutory Plans or policies?			Does the project provide an opportunity to bring land-use related services closer to effective service delivery?		
Would the project help to achieve outstanding vision and goals of residents, community associations or businesses?			Does the plan or policy align with the County's investment interests or seek to secure financial sustainability of operations and infrastructure assets?		
Does the plan or policy provide an opportunity to improve planning outcomes in areas such as land use, open space, transportation, utility servicing, environment, public engagement, or others?			Does the plan or policy significantly contribute to the implementation of the County's land use plans?		
Will the plan or policy address: policy inconsistency with current County direction; ineffective policy; policy gaps; or other desired changes identified by Council or Administration?			Have residents, community associations or businesses expressed a desire for a new or amendments to an existing plan or policy?		
Are there external initiatives related to the plan that would add further value to the project.			Does the plan or policy represent an opportunity to enhance the aspects of quality of life that residents have expressed are important to them?		
TOTAL PLANNING CONTEXT SCORE			TOTAL STRATEGIC ALIGNMENT SCORE		